

720003/13/06

City Council

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SENIOR PLAN CHECK ENGINEER

DEFINITION

Under general direction, to supervise and perform complex and professional structural engineering work in the review of building plans or in the application of fire protection principles for the protection of life and property; to supervise assigned personnel conducting plan checks; and to perform related work as required.

REPORTS TO: Building Official

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Building Official. Exercises general supervision over professional, technical and administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform complex and advanced professional structural engineering and building code review of structural engineering calculations and plans submitted with applications for building permits to determine conformance with the Uniform Building Code and related municipal codes.
- Maintain building plans and records as related to the Plan Check function.
- Answer questions from engineers, architects, developers, contractors and the general public regarding City regulations and policies.
- Conduct field inspections as necessary; investigate field problems affecting property owners, contractors and maintenance operations.
- Assist at the counter in calculating fees, issuing permits and dispensing general and technical information.
- Prepare reports and conduct oral presentations on plan check related matters.
- Assist in the development and revision of building related codes and policies.
- Make authoritative interpretations of applicable laws, regulations and policies.
- Coordinate plan review activities with other City departments, divisions, and with outside agencies, developers and engineers.
- Review, analyze, and evaluate preliminary fire protection planning for the community including complex structures such as high-rise buildings, walls, commercial developments, residential tracts, and industrial facilities.
- Review building plans for compliance with state and local fire and life safety codes and standards.
- Supervise plan check activities; assign, train, and evaluate subordinates.
- Perform plan check on complex structures.

- Assist the Building Official in related administrative matters which include personnel, policies, procedures and systems review and revision.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of structural or fire protection engineering, depending on assignment.
- Applicable laws, regulations, and codes.
- Construction methods and materials.
- Personal computer operation and relevant software applications.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Perform complex plan review engineering work.
- Communicate clearly and concisely, orally and in writing.
- Accurately interpret and make decisions in accordance with laws, regulations and policies.
- Conduct engineering inspections in the field.
- Operate a personal computer and applicable software programs.
- Supervise, train, and evaluate professional and technical personnel.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in civil or structural engineering or architecture, or possession of a certificate of registration as a professional civil engineer or structural engineer in the State of California.

Experience: Three years of professional experience as a plan checker reviewing plans for conformance with the Uniform Building Code working for a governmental agency.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate valid California motor vehicle operator's license.

Possession of a license to practice as a Registered Civil Engineer or Structural Engineer in the State of California is desirable.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Plan Check Engineer

TO: Building Official